



**DEPARTMENT OF THE ARMY**  
**COMPANY B, 187<sup>TH</sup> ORDNANCE BATTALION**  
**171<sup>ST</sup> INFANTRY BRIGADE**  
**(BLACK HAWKS)**  
**FORT JACKSON, SC 29207**

REPLY TO  
ATTENTION OF

ATZJ-D-OR-B

13 Nov 09

MEMORANDUM FOR ALL ASSIGNED PERSONNEL

SUBJECT: Company Standard Operating Procedures (SOP).

**COMMANDER AND FIRST SERGEANT ORIENTATION**

Welcome to the one of the best training units in the United States Army. You are fortunate to have been selected to go through AIT in Bravo Company 187<sup>th</sup>. The following information is provided to assist you in your adjustment during the next several weeks of training. I want you to keep this and refer to it as necessary. This information will be valuable to you during the training cycle. It contains company policies and procedures. You must provide the motivation, stamina, and the desire to learn. Your cadre will do the rest.

Our mission is to transform you into an Apprentice Level Warrior Mechanic. Your Cadre will assist each individual in their efforts to become a highly motivated, well-disciplined, physically and mentally fit Soldier, capable of defeating any enemy on today's modern battlefield. Upon the completion of your training, you will be ready to take your place in the United States Army.

Soldierization is a difficult process. It comes from within yourself, and it started the day you took the oath of enlistment. Your cadre will help you become a Soldier in every way possible. He or she will shape your attitude, instill motivation, and demand discipline. In your first few weeks of AIT, you will be under constant supervision. Negative reinforcement will be used only when you, or your class, have indicated an unwillingness to meet the required standards. You can make an easier transformation by giving 100% at all times.

**THE FASTEST WAY OUT IS TO GRADUATE!!!!**

DENNIS K. WILLIAMS II  
CPT, LG  
COMMANDING

CHRISTOPHER NORMAN  
1SG, USA  
FIRST SERGEANT

1. **GENERAL:** To familiarize Soldiers with the working procedures and policies of this unit. This SOP is designed to answer common questions you may have concerning what is expected from you in AIT. **Violation of this SOP could result in UCMJ action.**

2. **RESPONSIBILITIES:** Each Soldier assigned to this unit will read and understand this SOP.

3. **PROCEDURES:**

a. **SICK CALL:** Sick call procedures are set up to ensure you receive prompt treatment when sick or injured. It is better to get early treatment than to wait and be placed in the hospital. To go on sick call, inform your Cadre, Class Leader or CQ (Charge of Quarters) NCO the **night prior**, fill out a Sick call slip and leave it at the Charge of Quarters desk. If in the morning, you determine that you need to go on sick call, see the CQ before 0530 and inform your student leadership. Emergency situations will be handled on a case-by-case basis. Your place of duty while on sick call is at the Battalion Aid Station, Athletic Trainer, TMC, or the hospital. You may go to the hospital if and only if you are referred by the TMC. You are not to go anywhere else except those places. **Do not go to the hospital Shoppette, PX, Burger King or any AAFES establishment during sick call.** Sign out with the CQ before departing for Sick call. In case you are referred to Medical Quarters by an authorized physician, you will ensure to take a laundry bag with a set of PT's, PT shoes, personal hygiene bag, shower shoes and a towel. Ensure you inform your Cadre before you depart to Medical Quarters.

If you go on Sick Call in the field, your weapon will be turned over to the person at the Charge of Quarters desk or FTX TOC until you return. You will sign any necessary paperwork involving the responsibility of your weapon. Do not simply ask a battle buddy to watch or carry your weapon while you are gone.

When you are released from sick call during the duty day you will **immediately** report back to the barracks. Report to the barracks with your sick call slip and give it to your Cadre. You must sign in the sick call book Monday thru Friday, which is located at the CQ desk. You will then be given a buck slip for you to return directly to school, report to the operation office to sign in. Use sick call wisely. **IF YOU ARE INJURED OR HURT, DON'T BE A HERO.** You must seek prompt attention regardless of the interruption in your training. A delay in medical treatment could have serious consequences. Do not use sick call as a way to avoid training. You will be monitored by Cadre and may be punished for faking an illness to avoid duty, known as **"malingering."**

b. **APPOINTMENTS:** You may need an appointment for medical attention, legal services, or other administrative services. You must inform your Cadre of any appointment you are required to attend along with the appointment slip as soon as you receive it. He/she will ensure you make your appointment on time. Inform your student leadership about appointments.

c. **MAIL CALL PROCEDURES:** Mail will be passed out daily, except on Sundays and holidays. If you are not present, your mail will be given to you at the next mail call. If you are in

the hospital or medical quarters a Cadre will deliver your mail to you. Under no circumstances will food be allowed in living areas.

**Failure to give your correct mailing address can cause your mail to be delayed or redirected. An example correct mailing address while in AIT is:**

PVT Bear, Proud G.  
Bravo CO, 187 ORD BN, CLASS #  
FORT JACKSON, SC 29207

**d. NEW START OUT**

(1) A “new start” of a trainee may be given if too many training days are missed. This may occur when a Soldier is:

- (a) Admitted to the hospital.
- (b) Emergency leave.
- (c) A profile that does not allow you to participate fully in training.
- (d) An extensive amount of training missed due to sick call, appointments, etc.

(2) In all cases, our decision to give you a new start will be made with your best interests in mind. If possible, required training will be made up after the duty day or on weekends in an attempt to retain you with your assigned class.

(3) An administrative or Values “new start” may be given to a Soldier who has failed to demonstrate the motivation and discipline required to continue in the phased training with his or her peers. This Soldier may be reassigned to another company that is behind in training cycle. You must show the desire and motivation to complete AIT to be considered for a new start; otherwise, you may be considered for separation (chapter).

e. **CONDUCT WHILE IN UNIFORM:** When in uniform, ACU’s or Class A’s, you must remember that you are acting as a representative of the United States Army and B Co, 187<sup>th</sup> Ordnance Battalion. As such, you must represent your organization to the best of your ability. Soldiers are pillars that form the order of society. You must always be courteous. **Present the Army in its best light by ensuring your uniform is clean, and orderly.** A Soldier walking in the airport in Class A uniform wearing headphones, black all-weather coat thrown over his shoulder, singing aloud is not the image we need to display. This Soldier should stir an inspiration emotion in you. Don’t let it be you; have the personal courage and duty to make the corrections. All Soldiers can make an on-the-spot peer correction professionally.

f. **UNIFORM CHANGES:** All Soldiers must change uniform in the latrine changing room. There are no exceptions to this policy. **There will be no clothes changing in the rooms.** (Change uniforms at least once every other day).

g. **APPEARANCE:** It is the responsibility for each Soldier to maintain the highest appearance possible as a professional in the United States Army. Your uniforms should be properly maintained at all times. Your personal appearance will be neat and you will be well groomed at all times.

(1) **Hair:**

- a. Females: You must keep your hair in a neat, clean manner. Extreme or “fad” haircuts are unacceptable. Your hair length must not be excessive or present a ragged, unkempt appearance. It must not extend below the bottom edge of the collar, or fall over the eyebrows. Your hairstyle will not interfere with the proper wearing of headgear. Hair-holding ornaments, such as barrettes, pins, and clips, must be transparent or similar to your hair color, and must be inconspicuously placed. Ornamental items are not authorized (i.e. beads, butterfly clips, camouflaged hair ornaments). Ponytails are unauthorized, same rule applies for Physical Training.
- b. Males: While in AIT, your hair will conform to the standards of AR 670-1. This includes maintaining a tapered appearance along with trimming or shaving sideburns. Mustaches must be trim and cannot exceed the length of the lips or you will remove it. You will shave daily and get your hair cut weekly.

(2) **Makeup for Females:** Cosmetics will be used conservatively, and in good taste to complement the uniform. Extreme shades of lipstick and nail polish, such as purple, gold, blue, or white, will not be worn.

(3) **Fingernails:** Fingernails will not interfere with duty performance, detract from military appearance, or pose a safety hazard. Fingernails will be kept clean and neatly trimmed. **Females**, fingernails will not exceed a nail length of ¼ in. measured from the tip of the finger. **Males’** fingernails will be neatly trimmed so as not to extend beyond the fingertip.

(4) **Jewelry:** You may wear a wristwatch, identification bracelet, and up to two rings (a wedding set is considered one ring), as long as the style is conservative and in good taste. Females may wear earrings when in Class A or B uniform. They may be screw on, clip-on, or post type. Earrings may be round and not more than ¼ inch in diameter, and may be gold, silver, or white pearl. Earrings will fit snugly against the ear and may be worn on or off duty. **Male Soldiers will not wear earrings. No jewelry will be exposed while in uniform except for rings. Body and tongue piercing is strictly prohibited.** Religious items worn on a chain will not be visible in uniform. The width of the chain worn with religious items should be approximately the same size as the width of the identification chain.

(5) **Eyeglasses:** Contact lenses are strictly prohibited while conducting field training. No mirrored or trademark glasses are authorized in uniform. Issued eyeglasses are mandatory for frames of choice. Glasses must be IAW AR 670-1.

h. **MEDICATIONS:** Take your medication in accordance with the prescription schedule; any medication not taken at the end of the schedule must be discarded. If you take more than the prescribed amount, you may be charged with attempting to inflict self-injury, which is punishable under the UCMJ. **Do not share medication with another Soldier.**

i. **BUDDY SYSTEM:** While in AIT, Soldiers must remain in three-Soldier buddy teams. The intent of the buddy system is two-fold. First, the buddy system is utilized to help the company cadre monitor other Soldiers for injury or illness. If a member of your buddy team is ill, injured, or may be experiencing an **emotional or psychological problem**, make sure you notify a cadre member immediately. Your notification can quite possibly prevent an illness or injury from becoming an extremely serious matter. The second reason of the buddy system is to establish a high degree of uniformity and teamwork in your class. A buddy team as a minimum consists of three male Soldiers, three female Soldiers, two male Soldiers with one female Soldier, or two female Soldiers with one male Soldier. The 1SG or Commander will authorize exceptions, IAW TRADOC Reg. 350-6.

j. **PERSONAL TIME:** Personnel time **begins after all training is complete, all common areas are cleaned, and Cadre has inspected the area to their satisfaction** to 2130. You will be given a minimum of one hour of “personal time” daily, barring any required training. This is the period of time in which you are to shower and attend to personal matters, such as writing letters and preparing your equipment for the next duty day.

k. **TRAINEE LEADERS:** Several Soldiers are selected to be leaders in each class. The Cadre will select student leadership based upon motivation and his or her prior experience. The student leadership is tasked to help coordinate numerous minor tasks for your Cadre. Follow their instructions, however remember, they are trainees just like you. Working with junior leaders is a part of the Soldierization process. If you have any questions or problems concerning your student leadership, see your Cadre.

l. **LEAVE PROCEDURES:** Normally, leave is not granted to IET Soldiers during AIT. Some exceptions are Christmas holiday leave (Block Leave) and emergency leave. Emergency leave may be granted to those individuals who have a serious problem at home and whose presence is absolutely necessary. **The Red Cross must verify all emergencies.** If you have an emergency at home, your guardian(s), family member, or spouse must contact the Red Cross, who, in turn, will contact the commander. It is the commander’s decision whether or not to grant you emergency leave. While you are on leave, you must travel in civilian clothes, and you must **keep your leave paper (DA Form 31) and ID card with you at all times.** While on leave, all policies concerning tobacco use, alcohol and drug use, and driving of POVs still apply. Refer to **Company Policy Letter #26** for explanations and standards for Special Leave.

m. **SECURITY PROCEDURES AND CRIME PREVENTION:** Proper security procedures are essential in order to prevent barracks theft. Never leave anything other than footgear outside your wall locker. **You must lock your wall locker before you take a shower, go to the latrine, go to sleep, and go to school.** Do not travel alone anywhere, especially at night. If you are a victim of a crime in the barracks, or a witness to a crime, report it immediately to the CQ to ensure prompt action. If you are a victim, or a witness, to a crime in other company areas, and not under supervision of company cadre, report it immediately to the military police.

n. **FIRE GUARD, CQ & BATTALION CLEAN-UP PROCEDURES:** The uniform for ALL duties is ACU's. You will be briefed by the CQ NCO or a Cadre of your special duty instructions. All Soldiers will report to the CQ NCO desk 10-minutes prior to all assigned duties. Remember the three General Orders; **Failure to follow instructions can result in UCMJ actions taken.** Utilizing the Phone room or Dayroom while on duty is strictly prohibited.

o. **TELEPHONE PRIVILEGES:** The use of a privately owned cellular telephone is a privilege, which may be revoked by your cadre for up to 7 days based on your performance. A cadre can order you to terminate a call or to turn off your cellular phone at any time. Telephones at other locations, such as the hospital or dental clinics are off-limits. If you have an emergency and feel that you must use the CQs phone, talk to your cadre and you may be granted use. Soldiers are allowed to use wireless communication devices to include cellular phones and laptops however, use is unauthorized during training. **Soldiers will not carry electronic devices to formation, training, or class unless authorized by the commander.**

p. **DAYROOM PRIVILEGES:** The use of the dayroom for recreation is a privilege. The dayroom vending machines and pool table are only authorized during personal time. **Do not put your feet onto the dayroom furniture.** During duty hours, the dayroom and CQ television will be off or set to a news station (**i.e. CNN, Fox News, etc.**). The dayroom will be clean daily and free of all trash.

q. **SAFE AND SECURE:** The alarmed doors at the opposite end of the CQ desk will remain closed and armed at all times. Female Soldiers will only utilize the laundry room next to the CQ desk.

r. **SHIPPING PROCEDURES:** We will receive your orders sometime around the seventh or the eighth week of training. A copy of your orders will be posted after the Training NCO receives them from the Trainee Branch. When you are shipped, most Soldiers will travel by government travel and will not be permitted more than one duffle bag and one carry-on bag, not to exceed 45" (l+w+h). Any baggage beyond that allowed must be shipped at your expense through UPS or the postal system. Laundry bags will not be used as luggage under any circumstances.

s. **WEAPONS SECURITY:** You will be issued a M16A2 rifle. When this weapon is issued to you, it will always be in your hands or secured by Cadre. Your weapon is not like any

other piece of equipment issued to you and is not considered “equipment,” it is your weapon. Your weapon will be in the arms room unless it is being used for training. You are responsible for the weapon assigned to you until it is turned back in to the arms room. **NEVER SECURE YOUR WEAPON IN YOUR WALL LOCKER.** Weapons counts are extremely important and must be accurate. If you lose or misplace your weapon, you **must** let your cadre know **immediately** so it can be located. Mishandling weapons can result in UCMJ punishment or Trial by Court Martial.

t. **SAFETY:** Safety is one of the most important aspects of training, since careless mistakes could cost you to miss training. Here are some points to remember:

- (1) Don't horseplay in the barracks or in the showers. Don't slam any doors.
- (2) Watch your step and be aware of your surroundings.
- (3) Be careful on ice and snow during cold or wet weather.
- (4) Hydrate and eat properly during hot and cold weather.
- (5) Do not light any field stoves or immersion heaters.
- (6) Do not tamper with barracks safety equipment (i.e. fire extinguisher, fire alarms)

u. **LIVE AMMUNITION, BLANK-ROUNDS, And EXPENDED AMMUNITION:**

(1) Will remain on the ranges or training area sites, or are policed up under the direction of cadre. If you are found to have any of the above listed items you may be subject to punishment under UCMJ. If you have accidentally removed such items from the ranges or training areas, you must turn them in immediately to any company cadre or any of the amnesty boxes located throughout the Battalion area. Doing so will prevent you from receiving any punishment. If you find any ammunition of any kind do not touch it. **Notify your Cadre immediately.**

(2) When you are issued blank ammunition, you must individually check each round to ensure that the ammunition is in fact blank.

v. **UCMJ and Privileges:** All Soldiers who are flagged for adverse action or APFT failure will have all privileges suspended. All electronic devices will be inventoried and turned in to their Cadre Squad Leader. Cell phone use will be authorized on Sundays, or on a case by case basis approved by the commander. No smoking privileges, no pass privileges, no dayroom privileges and no civilian articles are authorized; **exceptions to this are at the 1SG or Commanders discretion.** Soldier will stay within the limits of the company, eat only at the DFAC, may go to the chapel and only go to the Troop Store for a haircut and immediately return.

Once the Soldier has faced UCMJ and either serves their punishment or the case is dismissed will privileges be returned.

#### 4. **CHAIN OF COMMAND:**

a. The Chain of Command is also a channel of communication. It starts with your Student Leadership and goes as high as necessary to resolve your problems. Remember, talk out your problems; you will most likely find resolution sooner than losing your bearing, or going to extreme measures to achieve your goal or desired result.

b. You must learn your Chain of Command in order to make it function properly. You will not go to your 1SG or the Commander unless it is an emergency. **The Chain of Command starts with your Squad Leader.**

c. **OPEN DOOR POLICY:** Problem solving is an inherent responsibility of all military leaders. Cadre is specially trained to assist you in solving your problems, so keep your mind on your training. There is very little you can tell a Cadre that he/she has not heard before. We want you to trust your Chain of Command to help you solve your problems. If you have a pressing personal problem and wish to see the Company Commander only, then inform your Cadre that you want to use the OPEN DOOR POLICY. You are not required to explain why you want to use the open door policy to anyone; merely that you wish to use it. Your Cadre will setup an appointment for you to see the Company Commander.

d. **COMPLAINT PROCEDURES:** Using the Chain of Command to solve problems or register a complaint is the quickest and simplest way to resolve things. If you cannot resolve the problem with your Cadre, you can ask to speak to the 1SG, then the Company Commander (in that order). The Chain of Command has the responsibility for health and welfare of the unit. If you are dissatisfied with the results achieved by the Chain of Command, or for some reason you do not want to consult the Chain of Command, you may speak to the Inspector General Office (IG). However, you must obtain permission from the Company Commander to be absent from your place of duty. For example, if you go to the IG office without a specific permission, while you are signed out on sick call for instance, you may be considered absent from your appointed place of duty.

e. **CHAPLAIN SERVICES:** Your Cadre knows that AIT can be both mentally and physically demanding. Sometimes a word of encouragement or advice from someone outside your chain of command can be beneficial. The Chaplain is a clergyman who can help you with these problems as well as spiritual ones. If you have a need to speak to the chaplain, see your Cadre so that an appointment can be scheduled for you to see the chaplain when you have a need. In some cases, the Chaplain is accessible after religious services. Take advantage of all the programs that the Chaplain agency offers. **These programs include weekly religious services, Wednesday night religious discussions, Friday night coffee house, and monthly Victory Ranch outings.** While attending Wednesday night religious service you do not have to attend recall formation, the religious services are the priority. **Only the commander** can



authorize religious services to be missed and then the commander must schedule an alternate date.

## 5. POLICIES:

a. **PASS POLICY**: On and off-post passes are privileges that commanders use to reward Soldier performance. Pass privileges are not rights and can be withheld, modified, or withdrawn by the commander based upon performance, mission and program requirements. The commander will deny a pass to any Soldier that he determines has not demonstrated that they have earned the privilege or cannot handle the individual responsibility associated with increased freedoms; the Cadre will counsel the soldier on how to improve their behavior. This determination must be based on Soldier performance in the schoolhouse, in the company, and performance during previous pass periods. The following paragraphs outline the different phase levels; pass privileges and criteria to receive pass privileges that pertain to our Soldiers in AIT.

(1) **PHASE IV (Black Phase)**. Soldiers in Phase IV (Black Phase) of Initial Entry Training may have up to a **Post Area Pass** while assigned to 187<sup>th</sup> Ordnance Battalion. **Saturday passes begin after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction, and end no later than 2100 hrs and Sunday passes begin after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction and end no later than 1830 hrs.** Initial entry Soldiers will wear the proper military uniform while on pass and are prohibited from driving POVs and rental vehicles. They may ride in POVs of parent, blood relative, legal guardian, or spouse while on pass; no other riding in POVs is authorized. Initial entry Soldiers are prohibited from using or purchasing alcohol and must also maintain the battle buddy system while on pass, unless escorted by a parent, blood relative, legal guardian, or spouse. **A parent, blood relative, legal guardian, or spouse may not sign out a battle buddy.**

(2) **PHASE V (Gold Phase)**. Soldiers in Phase V (Gold Phase) of Initial Entry Training may have up to an **Off-Post Overnight Pass** while assigned to 187<sup>th</sup> Ordnance Battalion. **Saturday passes begin no earlier than after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction, and end no later than Sunday at 1800hrs.** Initial entry Soldiers can only purchase alcohol products if they are over the legal drinking age. IET Soldiers are prohibited from driving POVs/rental vehicles. Initial entry Soldiers must maintain the battle buddy system while on pass, unless escorted by a parent, Initial entry Soldiers may ride in POV of parent, blood relative, legal guardian, or spouse while on pass; no other riding in POV is authorized. All IET Soldiers in this phase must maintain the battle buddy system and wear civilian clothing at all times while on off post pass.

(3) **POST AIT GRADUATION**. The following prohibitions apply to Soldiers who **graduate** and **do not ship** and are in a **hold over status**: No alcohol during duty days and no riding in or driving a privately owned vehicle (POV). An Off-post return pass is authorized on the Graduation day and Soldiers will return NLT 2100 hours on Graduation day. Off-post weekend (Saturday/Sunday) overnight passes are authorized and Soldiers must remain within a 50-mile radius of Fort Jackson. Uniform is civilian clothes while on an OFF-POST pass.

(4) **BRIGADE AREA PASS.** The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Saturday and return NLT 2100 hours Saturday. The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Sunday and return NLT 1830 hours on Sunday. The boundaries include Anderson Chapel, Troop Store, B Company Barracks (2265), B Company Orderly Room, 187<sup>th</sup> DFAC, or 369 DFAC, Post Theater, Maintainer Gym, 171<sup>st</sup> Gym and Battalion HQ. Soldiers are permitted to wear civilian clothes.

(5) **ON POST PASS.** The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Saturday and return NLT 2100 hours Saturday. The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Sunday and return NLT 1830 hours on Sunday. The boundaries include all areas on Fort Jackson (minus the off-limits areas listed in paragraph below). Soldiers are permitted to wear civilian clothes.

(6) **OFF-POST AND RETURN PASS.** The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Saturday and return NLT 2100 hours Saturday. The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Sunday and return NLT 1830 hours on Sunday. **Alcohol consumption and possession are prohibited during an OFF-POST and return pass.**

(7) **OFF-POST OVERNIGHT PASS.** The pass may commence **after all training is complete, all common areas are cleaned, and Cadre have inspected the area to their satisfaction** on Saturday and return NLT 1830 hours on Sunday. Soldiers will not be given an OFF-POST overnight level pass unless authorized by the Cadre. Soldiers are highly encouraged to be accompanied and signed out with an appropriate guardian, parents, adult family member or spouse.

(8) **OFF-POST PASS CRITERIA.** Soldiers-in-Training must meet the following criteria at a minimum prior to approval of any OFF-POST pass:

- (a) **Recommended by Cadre to the 1SG or Commander.**
- (b) **Pass Army Physical Fitness Test (APFT) (60 points per event).**
- (c) **Is not pending any UCMJ action.**
- (d) **Class has successfully transitioned to Phase V.**

**\*Commander may authorize exceptions to these criteria**

(9) **OFF LIMITS.** The following on-post areas are off limits to all 187<sup>th</sup> Ordnance Battalion AIT Soldiers:

- a. **The Officer's Club, Pool, or grounds associated with the Officer's Club.**
- b. **The Noncommissioned Officer's Club, Pool, or grounds associated with the NCO Club.**
- c. **Magraders Sports Bar.**
- d. **Kennedy Hall, Lounge or grounds associated with Kennedy Hall.**
- e. **Any barracks outside of 187<sup>th</sup> Ordnance Battalion (within 187<sup>th</sup> Ordnance Battalion is limited to dayrooms).**
- f. **Any permanent party housing or grounds.**
- g. **Basic Training Areas.**
- h. **Installation Warehouse Areas.**
- i. **Privately owned vehicles (Soldiers may only ride in government vehicles, taxis, buses, or family member's vehicles).**

(10) **ACCOUNTABILITY FORMATIONS:** On Sunday at 1830 hours, all Soldiers will be in formation for accountability.

a. **SLEEPING REQUIREMENT:** You are required to sleep in your physical fitness uniform (PFU) during duty days; it must be **clean and complete**. All Soldiers while in AIT will receive a mandatory seven hours of sleep each night, except for certain instances such as guard duty or fireguard. Sometimes, events such as field training exercises will not allow for seven hours of sleep.

b. **RAPE PREVENTION/SEXUAL HARASSMENT:**

(1) Rape can happen to anyone. Specific precautions that should be taken are not to walk alone at night, and always travel with a group or with a buddy. **If someone has attempted to rape you or has raped you, report it to the 1SG or Commander, Chaplain, SARP, or the Military Police immediately!**

(2) Sexual harassment is never appropriate and will not be tolerated. Sexual harassment includes making deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature. Report it to your chain of command immediately.

6. **RESTRICTED PRACTICES WHILE IN AIT:**

a. **TOBACCO USE:** Smoking, dipping, or use of chewing tobacco is restricted during your stay on Fort Jackson. Possession or use of tobacco products, or paraphernalia, is only permitted at designated areas while you are assigned to B Company, 187th Ordnance Battalion. Violation of this policy is punishable under the UCMJ. No tobacco products will ever be used inside any government building or vehicle. Tobacco products include smokeless tobacco and government buildings include the company barracks.

(1) Smoking and the use of smokeless tobacco is only authorized during personal time and after soldier has successfully passed the Bravo Company APFT. While in the Battalion area, tobacco product use is only authorized in the smoke area at the Troop Store. Outside the Battalion area, tobacco product use is limited to those dedicated and marked areas. Smoking is

not allowed at the Post Bus Stops, outside the TMC, hospital or dental clinic. If you have passed an APFT you have earned tobacco use privilege, if you fail an APFT, at any time, you lose tobacco use privileges.

b. **USE OF DRUGS AND ALCOHOL:** Alcohol consumption or possession is only permitted for those individuals that are at least 21 years of age **AND** are off-post during an off-post overnight pass. Alcoholic beverages will **not** be consumed within 8 hours of returning to duty. You are not permitted to purchase alcoholic beverages or consume them during an on-post pass at the bowling alley or anywhere else. You are not allowed to possess any type of alcoholic beverage in the barracks. **The Class Six Store and the Post Clubs are OFF LIMITS.** Improper consumption of alcohol could result in loss of future pass privileges and disciplinary actions under UMCJ. **Illegal drugs in any form are not permitted.** If you receive illegal drugs in the mail, report it immediately to a B Co cadre member. If you are caught with illegal drugs in your possession, you may receive disciplinary action, to include possible confinement and a less-than-honorable discharge. **If you are offered any drugs, report it immediately to your chain of command.**

c. **CIVILIAN CLOTHES:** You may only wear civilian clothes while on pass. The only military clothing items that can be worn with civilian clothing: necktie/neck-tab, black all-weather coat, formal shoes. **Do not mix any other military clothing with civilian clothing.**

(1) T-shirts with sports logos or graphics on them are authorized for wear, but must be in good taste and be sleeved, long or short. All blouses and t-shirts will cover the body above the trouser line and not expose the abdomen. Shorts are authorized but will not be higher than mid-thigh. While wearing jeans or slacks, no skin will be seen through the material and no cuts, tears, or modifications are authorized. All trousers or shorts will be worn around the waist, not the hips or buttocks, and underwear will not be exposed between the trousers and the shirt.

(2) Women's blouses, suit tops, jackets, sweaters, or dresses need not be collared, but must have sleeves, long or short, but will cover the shoulders and trunk i.e. the area below the neck, above the knees, and inside the shoulder. Dresses and skirts will be at least knee length.

(3) Clothing may not display obscenities or offensive pictures or words.

d. **ABSENT WITHOUT LEAVE (AWOL):**

(1) AWOL is defined as being absent from the assigned place of duty at the time prescribed. This definition has broad implications. Being late to a formation can be considered AWOL.

(2) Soldiers that go AWOL often feel as though it is the only viable option to achieve their goal. This action however, can never solve a problem, as going AWOL self-initiates a problem. **AWOL is not an option available to you.** If you feel as though it is, inform your Cadre or someone in your chain of command. Your unit does care, and we will find

the course of action that leads to the best end result. AWOL is punishable under UCMJ, and can lead to a federal conviction and lengthy prison sentence. Any Soldier that absents from the appointed place of duty, on and off duty times, will be recommended for non-judicial punishment under Article 15 proceedings, IAW the Uniformed Code of Military Justice for violating Article 86. Once the Soldier's punishment is imposed and the Soldier decides to absent from the appointed place of duty, a Dropped from Record (DFR) status will proceed and the Soldier will immediately be administratively out-processed from the Army. This means that once DFR status is achieved, a Soldier will become a Deserter and Fugitive, and the maximum sentence IAW Article 86 might be imposed at the time the Soldier returns to military custody.

7. **GRADUATION REQUIREMENTS:** If you are dedicated and motivated enough, you will complete AIT successfully. Each new Soldier must complete the following requirements to graduate from AIT:

- a. Receive training to standard on every task in the POI (Program of Instruction). This means attend and participate in all training, without attending an excessive amount of makeup training. **No one will complete AIT "by observation."**
- b. Pass the End of Cycle AIT Army Physical Fitness Test (APFT).
- c. Receive a 70% or better at the completion of each module.
- d. Complete FTX, Convoy Live Fire Exercise, ARM via EST 2000 and Zero Range.
- e. UCMJ actions against an IET Soldier disqualify him or her from graduation honors and participating in the HRAP program.

#### 8. **PT STANDARDS**

a. The minimum PT standards for the Army is 60 points per event, for a minimum of 180 points. If you fail to make these standards, you will be subject to enhanced (additional) physical training.

b. As always, any Soldiers should strive to be the best they can be. In the event that Soldiers do not meet the above requirements, they will be required to attend remedial physical training until minimum standards are met. Soldiers that fail to meet the minimum 60 points for each event will conduct remedial PT every Saturday morning at the prescribed time, until the passing standard is met.

#### 9. **PHASE CHANGE CEREMONY:**

a. Phase change inspection will be conducted on Saturday after Week 4. The class must pass the 1SG inspection, which will be conducted in Class A's. Phase changing requires **highly motivated Soldiers** to recite collectively as a class the following in order:

- (1) Army Values (all seven in order)

- (2) Soldier's Creed
- (3) Class Motto
- (4) Ordnance Soldier's Creed
- (5) The Army Song

b. The Class Leader will meet First Sergeant at the CQ desk and escort him to the assigned platoon area. Students will be in their assigned rooms in the Class A uniform, wall locker opened and TA-50 displayed on beds. During the inspection the 1SG will test the Soldier's knowledge on the chain of command.

c. The final stage of phase change requires the First Sergeant's recommendations. Once the permission is granted, the Platoon Sergeant will tell the Phase Banner bearer replace the Black Phase flag with the Gold Phase flag. The Class Leader will then take charge of the platoon after given permission from the 1SG.

#### 10. **CONTRABAND ITEM LIST:**

a. The following items are considered contraband in Bravo Company. (See complete contraband list on Policy Letter #8).

- (1) Food (other than food items purchased and consumed in the day room)
- (2) Prescription medication that is older than 60 days and medication that has fulfilled the dates and dosage for use in accordance with the labeling must be discarded.
- (3) All Aerosols (i.e. spray deodorant, paint, etc.)
- (4) Performance enhancing supplements (i.e. Rip fuel, Creatine, Hydroxyl cuts, etc).
- (5) Anything in a glass bottle or edge dressing in a glass bottle.
- (6) Pornographic, or sexually suggestive material
- (7) Narcotics, drug paraphernalia
- (8) Items that are not government-issued that can be used as weapons

#### 11. **RECOVERY FROM FTX**

a. Upon return from the FTX, a sensitive items report will be forwarded to the Company CDR / 1SG. All weapon systems will have priority during the recovery process. Therefore, all weapons will initially be cleaned for a period not to exceed two hours – considered initial cleaning. Cadres will directly supervise the execution and management of all resources and are authorized to multi-task the recovery process.

b. Upon recovery completion all TA-50 and weapons will be laid out for inspection by the class Cadre. The class assigned Cadre will ensure serviceability and accountability of all equipment and TA-50 prior to the inspection. All unserviceable equipment will be tagged with the deficiencies stated and turned into the Supply Sergeant. All TA-50 will be turned in prior to graduation, during graduation week. All Statement of Charges will be completely filled out prior to the Soldier turning his equipment in.

12. This SOP will be reviewed at the end of each cycle to incorporate changes to regulations and/or policies.

13. This revision supersedes all previous editions.

## APPENDIX A

1. The following are the standards for the wall lockers and equipment displays within Bravo Company 187.

- a. All items will be displayed as worn.
- b. All items will be displayed as indicated in the following pages.
- c. All items will be clean, dry, and free of rust.
- d. All items will be serviceable. Unserviceable items will be annotated on 3x5 cards and centered on the 3-drawer chest.
- e. **All zippers and front of pants will be facing out with the pants legs to the right.**
- f. Hangers will be the plastic type, & evenly spaced. Shirts, jackets, and PT uniforms will have the US ARMY facing to the left.
- g. Any items not clean or dry will be stored in your laundry bag and tied on the end of your bunk.

## 2. The Three Drawer Display

### 3-DRAWER CHEST (DRAWER #1)

- a. Personal items kept in this drawer neatly and all items are subjected to inspection.
- b. Drawer # 2 and # 3 will be lined with a brown towel.

### 3-DRAWER CHEST (DRAWER #2)

- a. Brass card with nametags, US discs, marksmanship badges, and rank. Place the card to the right front of the drawer. Use a 5x8 index card.
- b. Soap dish with soap, toothpaste, and toothbrush inside holder. Center soap dish on brass card and all other items lined up with soap dish, pointing to the left.
- c. Class "A" Belt and Brass buckle, place at the bottom of the toothbrush holder. Roll belt with brass tip on the outside. Place a highly shined brass buckle on top of rolled belt.
- d. Tie folded in half and placed on the left side of the drawer, wrinkle free; females will place the tie on the left side with Velcro to the rear of the drawer.



**3-DRAWER CHEST (DRAWER #3)**

- a. 3-ACU T-Shirts rolled 6 inches, no space between shirts.
- b. 2-White T-Shirts rolled 6 inches, no space between shirts.
- c. 3-Pair Black Wool socks rolled as a pair (not single) open end facing down.
- d. 2-Pair Black Dress Socks rolled as open end facing down.
- e. 5-Pair Underwear rolled 6 inches without band showing
- f. (Females) 3-bras with cups inside one another.
- g. 2-Pair White Sweat socks rolled as a pair (not single) open end facing down.

## **APPENDIX B**

### **WALL LOCKER DISPLAY**

- 1) BERET-lay flat with flash to the right when viewing locker from the front.
- 2) ACU CAP- Stacked inside one another without rank.
- 3) DRESS GLOVES- Fingers pointing to rear of locker, thumbs tucked in, to the right.
- 4) WORK GLOVES WITH INSERTS- Shells on the bottom with inserts on top. Fingers pointing to rear of locker, thumbs tucked in, to the right.
- 5) ALL WEATHER COAT: Buttoned as worn, to include sleeve liner, & belt retaining strap.
- 6) CLASS A COAT, PANTS UNDER JACKET: buttoned as worn, to include inside fly button on pants.
- 7) CLASS A L/S SHIRT WITH PANTS UNDER SHIRT: All buttons buttoned. Pants displayed as above. (For RA Soldiers with two pants)
- 8) CLASS A S/S SHIRT: button all but the top button (females will hang skirt with a S.S. shirt).
- 9) FIELD JACKET: All buttons buttoned as worn and zipped as worn.
- 10) ACU: pants under top, zipper zipped-up as worn to include the Velcro portions. (Both pair if not worn)
- 11) PFU UNIFORMS: L/S Sweatshirt w/ shorts underneath hung so that the trunk opening is around the hanger and the US army facing in the same direction as the shirts.
- 12) PFU UNIFORMS: S/S Sweatshirt w/ shorts underneath hung so that the trunk opening is around the hanger and the US army facing in the same direction as the shirts.
- 12) PFU Sweat jacket and sweat bottoms will be hung as worn, all zippers zipped-up.
- 13) Hang 2-quart canteen on hooks when it is not worn
- 14) Hang pictures on the door only, with a 3x5 card, and write on the card the reasons why you joined the Army. The title will be, "Why I Joined the Army".
- 15) The side of the 3-drawer chest your Personal area will be kept clean and will be empty for all inspections.

- 16) Class A pants and ACU pants shown properly displayed on a hanger.
- 17) Class A jacket and ACU jacket shown properly displayed on a hanger.
- 18) TA-50 will be placed in rucksack at the bottom of the wall locker.
- 19) Civilian clothing will be hung on 4 clothes hangers to the far right. Clothing will be hung as if worn, all buttons buttoned, etc...

**NOTE: Outside Wall Locker display as follows -**

- 1) PT uniform displayed on right side of locker, shorts under short sleeve shirt, army facing forward. ( if pt jacket is wet it can be over top of shirt but inside out to dry). If one person puts jacket on EVERYONE will put jacket on.
- 2) Army issued brown towel will be tri folded on the left side of locker, brown wash clothe will be half folded centered on the towel.
- 3) Name tag on top left corner of locker

ATZJ-D-OR-B

SUBJECT: Company Standard Operating Procedures (SOP).

## **APPENDIX C**

### **1. BUNK DISPLAY**

A- Laundry bag will be hung centered on rail of bunk with the X on top strings will be crossed and have three rings around the bed frame with the ends tucked in. All strings will be between the two center poles.

B- Bed: The cuff of the linen will be folded 18" down from the top of the mattress, the cuff will be 6" long (all together approximately 24" long).

C-FOOT GEAR DISPLAY will consist of Combat Boots, Low Quarters, Running Shoes, and Shower Shoes. The footgear will be clean and edge dressed. Foot gear will be displayed at the end of each individual's bed ALL LACES TIED AND TUCKED IN.

**Footgear placed so that the toe is on line with the bed frame. Soles will be clean and the shoestrings will be laced all the way up and tucked in. All boots and shoes on display will be highly cleaned. All foot gear will be at the foot of the bunk, closest to the center aisle of the room (no matter what end of the bed you sleep on).**

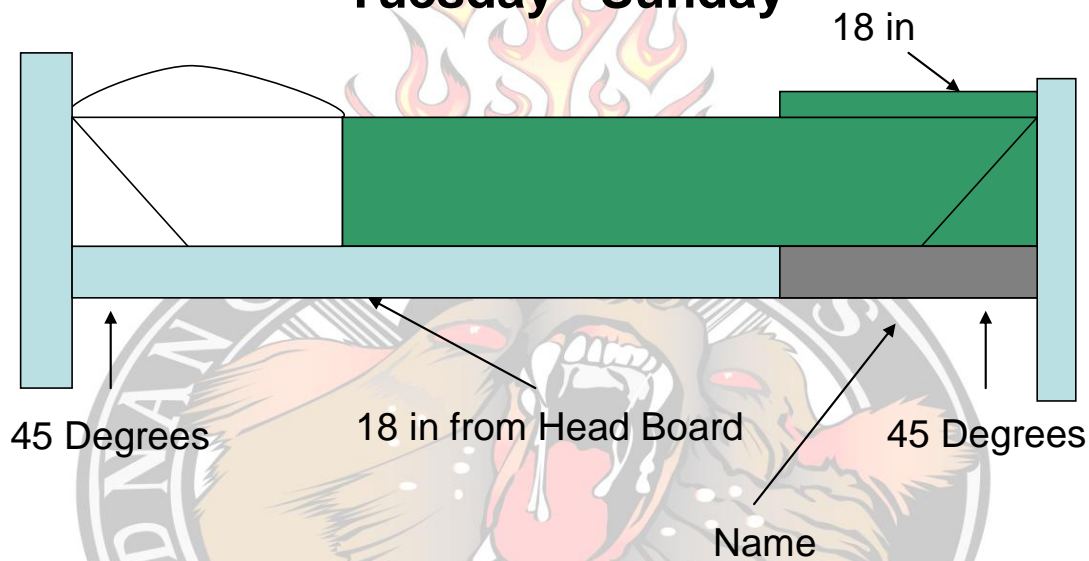
### **2. RULES OF THE DEN:**

- All Soldiers will change in the latrine.
- Keep the barracks in a high state of cleanliness at all times.
- Do not touch door tags outside of doorways (they are not dust pans and cost money)
- You will not hang out windows, or yell out them. Conduct yourselves as Soldiers.
- Turn off lights when not in use.
- Room dusted each day from top of wall locker to the floor.
- Picture frames and Bible or religious books can be placed on top of the 3-drawer chest inside the wall locker.
- Rooms swept and mopped daily.
- Headphones will only be worn in individual rooms and not out in the halls or down stairs.
- Rooms and hallway floors will be cleaned daily.
- Latrine will be cleaned daily.
- Trash will be taken out daily or as needed.
- Alarm clock is allowed, no radio alarm clock.

**APPENDIX D**

# Bed Appearance

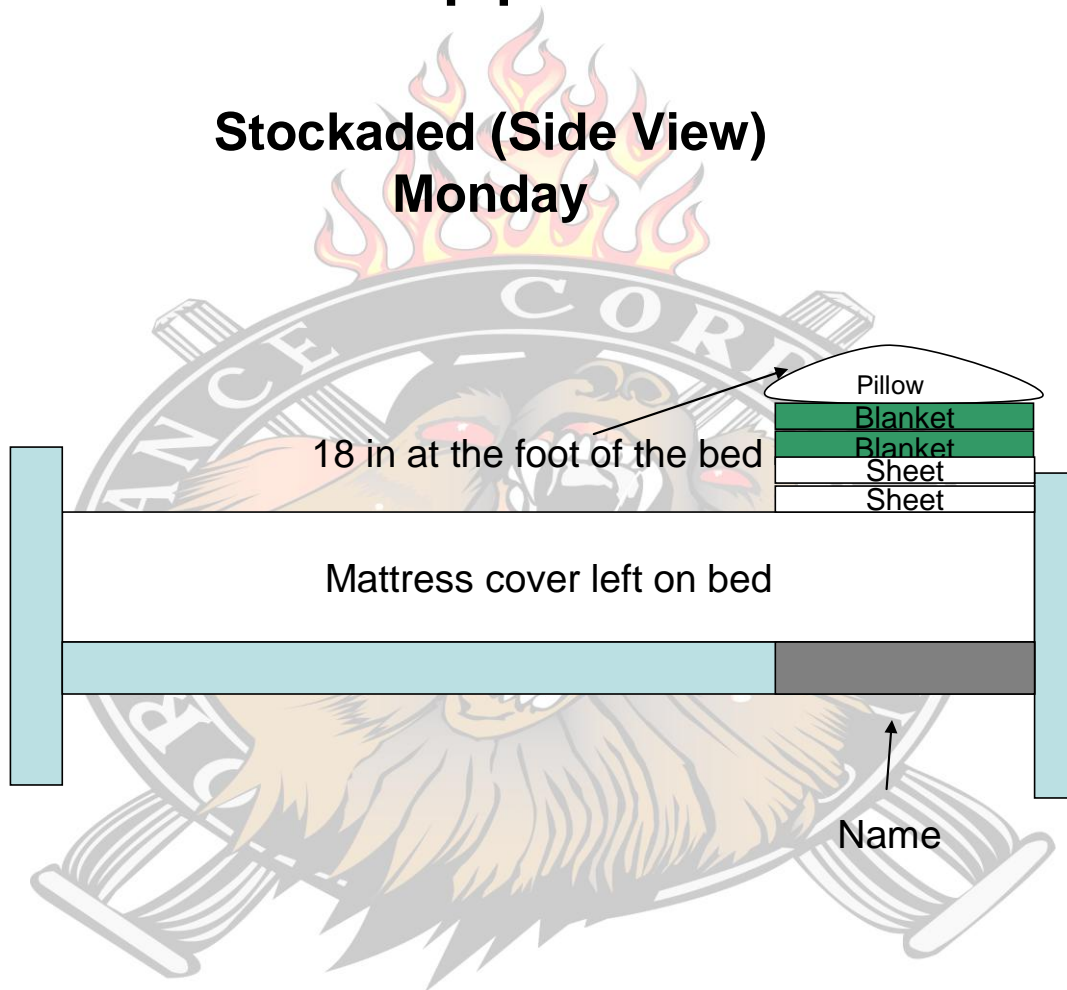
**Tuesday - Sunday**



- No bed will have wrinkles
- All bed linen will be used
- Everything will be tight as possible
- On days for Linen turn-in bunks will be stockaded

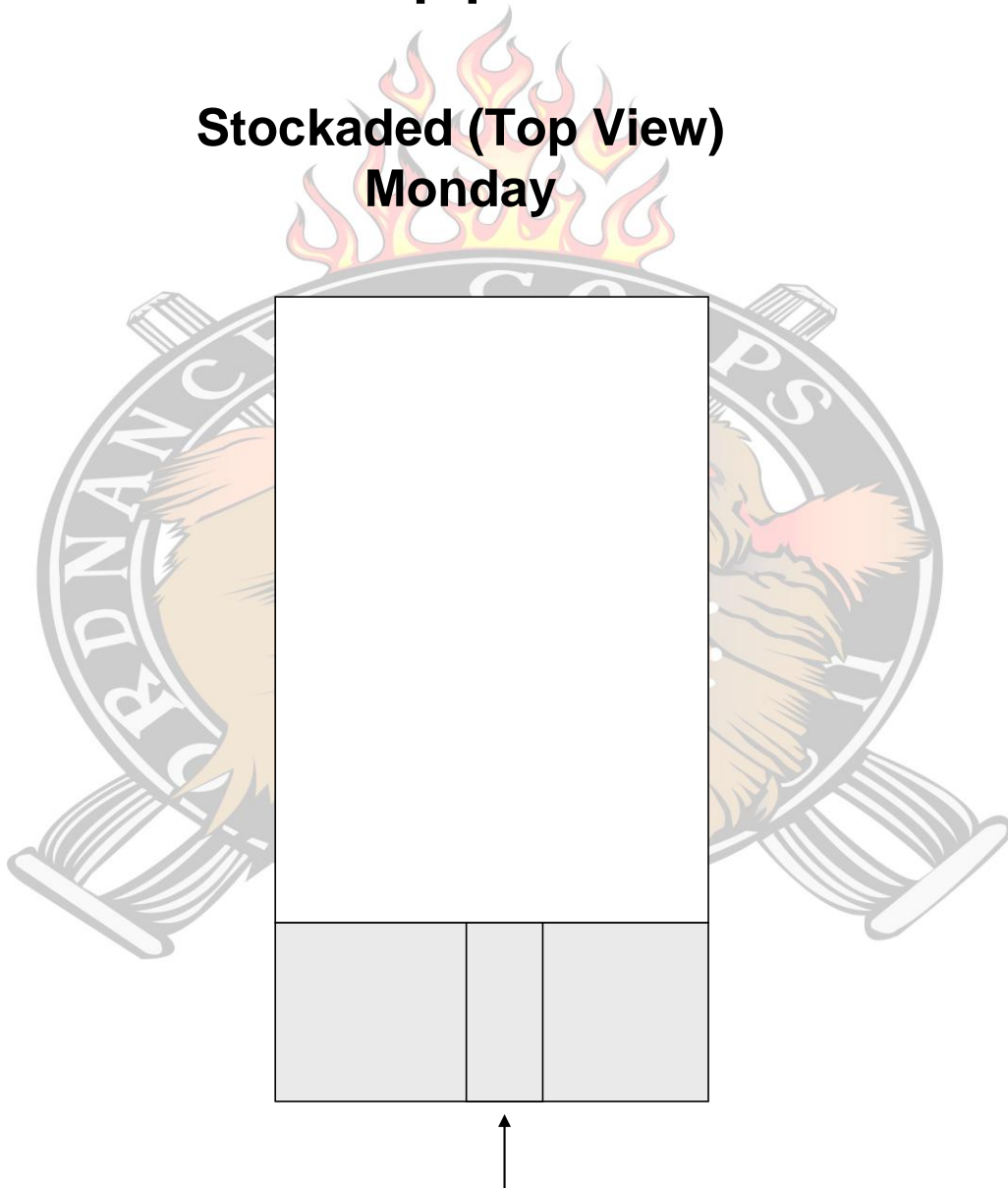
# Bed Appearance

## Stockaded (Side View) Monday



# Bed Appearance

## Stockaded (Top View) Monday



Pillow case folded 6 in wide, center of the pillow